



OFFICE POLICY

We would like to clarify our policy about treating children in our office. According to OSHA (Occupational Safety & Health Administration) regulations, no one except the patient and staff need to be in the room at time of treatment for their safety and to gain the patient's compliance. We understand that children's compliance is variable, but we have to implement this policy on all.

We welcome the presence of parent/legal guardian at the beginning of the appointment if they make a request before treatment starts. The dentist will be happy to answer any questions you may have before the treatment begins. We assume the parent/legal guardian is aware of the treatment plan and the required fees for the treatment as described in the first appointment.

We are pleased and honored to provide you with the best service possible. We understand that certain inconveniences could occur. We are open for suggestions and we hope that we always keep you satisfied within our policies.

OFFICE PHILOSOPHY

We strive for excellence in every aspect of your dental care and we will do our best.

We respect your appointed time and make every effort to stay on schedule ourselves. Since we are rarely late, please understand if we are delayed because of an unusual dental emergency.

If you have an emergency dental problem, you will be seen the same day you call during office hours (providing there is a doctor present). We can provide you with an exam but depending on the severity of your condition and our schedule, we cannot guarantee same day dental treatment.

When you make an appointment we really count on you being here. We must ask that in order to avoid a \$40.00 charge you give us the courtesy of a 48 hour notice if you cannot keep your scheduled appointment. This will allow us to provide accommodation for other patients who are waiting for necessary treatment. Arriving **more than 10 minutes late may result in re-scheduling of your appointment** since this may not allow ample time to complete your treatment.

FINANCIAL POLICY

Payment is due on the day services are rendered unless prior financial arrangements have been made.

If you need to discuss any financial matters please ask the front desk and we will be happy to assist you. **The Doctor is not in charge of any financial matters** and he will not be able to assist you.

We will submit your dental insurance claims at no charge and we expect you to pay your portion of the bill on the day of service. If insurance reimbursement is not received you will be billed for the balance due.

Patient's Signature

Date